

## ABSTRACT OF THE DISCLOSURE

With the proliferation of PC's and their use as the essential medium for writing and keeping data, the traditional saving of alphanumeric data in a hard copy format should be supplemented by the easily manageable filing within a GUARDISK, that is, an inexpensive, easily manipulated, easily filed plastic envelope with a closure which gives is a better than none protection against atmospheric and pollutant or damaging elements, and secures and allows easy retrieval and re-insertion of the detachable storage copy of the electronic material (diskette, CD, DVD, and others) the filing next to the print-out in hard copy being an essential feature. It is most advantageous and time saving to file the electronic alphanumeric data together with the hard copy so as to have easy access to it whenever it is to be transferred back to a PC for storage or reworking.